

**Non-Traditional Instruction Program  
Application for Districts New to the Program  
2015-2016**

**KRS 158.070 Section 9:**

*Notwithstanding any other statute, each school term shall include no less than the equivalent of the student instructional year in subsection (1)(d) of this section, except that the commissioner of education may grant up to the equivalent of ten (10) student attendance days for school districts that have an alternative instruction plan approved by the commissioner of education for the use of alternative methods of instruction, including virtual learning, on days when the school district is closed for health or safety reasons, on nontraditional days, or on nontraditional time. The district's plan shall demonstrate how teaching and learning in the district will not be negatively impacted. Average daily attendance for purposes of Support Education Excellence in Kentucky program funding during the student attendance days granted shall be calculated in compliance with administrative regulations promulgated by the Kentucky Board of Education.*

**District**

Harlan Independent

**Date**

April 2015

**Please complete the following questions as completely as possible. Expand the text boxes as necessary. Definitions can be found at the end of the question section.**

1.     **a.** Briefly describe the district's plan to combat lost instruction and learning loss on adverse weather or other emergency days.

The Harlan Independent School System plans to use online, paper based packets, projects, e-mail, and web-based instructional processes already in place, along with available teacher communication and input to combat lost instructional time due to adverse weather or other emergency days. Teachers will be able to develop their own lessons, which are aligned with their curriculum maps and content. Our plan is to keep a quality continuum of learning in place on days it is impossible for school to occur at the building.

- b.** How were stakeholders (students, teachers, administrators, parents, community members, etc.) involved in the development of the district's Non-Traditional Instruction plan?

This project has included administrators, board members, teachers, parents, and students as stakeholders. A committee was formed after discussion and input from the school board and teachers, which includes representatives from the administration, teachers, students, and parents. The committee went through a period of brainstorming, planning, writing and revising to plan for how to conduct learning on a non-traditional day. This will be followed up with training and professional development for teachers and communication to parents and students before the plan is implemented.

2. What previous experience does the district have with non-traditional learning, either with blended, digital, or other non-traditional methods? Briefly express the evidence of the district's capacity to execute a successful plan.

The Harlan Independent School teachers and students have had experiences with online classroom/teacher web pages for several years. On the system we already have in place, teachers may post lessons, video links, a classroom photo gallery, assignments, and worksheets for student access. Teachers and students may also blog on this web page. Our students have already had experiences with online platforms, Study Island, Carnegie Math, Jefferson County E-School, Reading Eggs, and ABC Mouse. Our students are already used to making up work in the form of a mixture of packets and online assignments when they miss school for some reason or have homework. Our teachers will be trained during the first semester to successfully utilize the online classroom and develop meaningful work for their students.

3. a. What method will the district use to deliver instruction on Non-Traditional Instruction days?

We will deliver instruction through paper packets constructed by the actual students' teacher(s) or through our online classroom, which may utilize other web-based programs we have. In the event a long term project is used, the student should be given clear instruction of which work should be completed on Day 1, 2, etc. These assignments/projects will be planned and developed by the teachers.

Harlan Elementary School will primarily use paper packets since this will be more conducive to their normal mode of work. Online instruction will be an option for the elementary students, especially the older students who experienced completing lessons on Study Island, etc. However, we discussed at length that we never want not being able to get online to be a barrier for our elementary students. Harlan Middle and High School will primarily use online instruction. These students are experienced at looking at the online teacher web page for teacher assignments. Paper packets will be an option for students who don't have online access during non-school hours.

With teacher input, the school will decide what works best for the students. We want to work with students and parents to eliminate barriers they may have, so that all classwork on "Dragon Days" can be completed in a timely manner.

All of the teachers in the Harlan Independent School District who will be overseeing content are highly qualified. They have written their own curriculum maps and units and have pertinent knowledge and experience to plan their students' instruction. Student performance and mastery of content will be monitored by each teacher. Student learning experiences will be tailored for learning styles and needs and then graded by the teacher. Teaching practices are based upon the Professional Growth and Effectiveness System, mirroring effective learning experiences taught in the classroom.

- b. If the method is digitally-based, is there a specific learning management system (Edmodo, Blackboard, etc.) that the district will use? What other digital applications and tools will be implemented?

The teachers using digital teaching will use our current content management system, which offers an online classroom feature, which is on our school web page. Each teacher has an online classroom, which allows them to post lessons, video links, have a classroom photo gallery, post assignments, blog, and post worksheets. We anticipate using a hybrid of the currently used product and are exploring using Blackboard to post lessons as well. Lessons may also be supplemented with Study Island, Carnegie Math, Reading Eggs, or ABC Mouse. E-School students will continue as usual with their lessons. Lessons will be due two (2) days upon return to school after a non-traditional instruction day.

- c. If the method is not digitally-based, please describe the instructional process.

The teachers may also choose to develop paper packets for their students. These packets will be relevant and current to the content that is being taught in the classroom. They will be updated as necessary. They will be due two (2) days upon return and will be graded.

4. a. How will the district account for all students' access to on-line resources and/or equitable instructional materials for those students who do not have access to the internet and/or devices and for students who may need to access information differently?

We realize that not all students have internet access, computers, or printers. These students will be provided with printed packets of course work ahead of schedule, allowing them alternative forms and methods to access and complete assignments. Another option is that students will have two (2) days after the non-traditional day to complete the work other students completed on the non-traditional attendance day in case they need to get any materials they didn't have access to, were sick, didn't have electricity, or for any other reason they couldn't do the work on the non-traditional day.

- b. What opportunities exist for community partners to be engaged in Non-Traditional Instruction days?

The Harlan Independent School District has a long history of being a community school system. We offer our building, when school is not in session and after hours, to many organizations as well as provide learning opportunities for students and families. Our public library is often used by our students as a place to gain resources and internet access when they need it. Other local businesses and restaurants provide free internet access. Parent communication will be sent home so that all stakeholders fully understand the process during non-traditional student attendance days.

5. Please explain the professional learning plan the district will implement to ensure certified staff have the knowledge and capacity they need to provide quality blended, digital, or non-traditional instruction to students.

The Harlan Independent School District plans to devote a professional learning day to training teachers how to create meaningful learning experiences for a non-traditional instruction day. This professional learning will include training on using our online classroom (posting blogs, video links, worksheets, etc.) as well as making quality paper packets and lessons with the correct amount of content to provide continuous learning for students. Teachers will receive training on posting the paper packets to the online classroom and also making the online material available in paper packets. Teachers will receive training on how to monitor non-traditional day participation. The teachers will also receive online platform training as needed and when new systems are in place.

6. a. Please describe the deployment of certified school staff on Non-Traditional Instruction days and describe how they will fulfill their contractual obligations on these days (access the learning management system from home, serve as facilitator at school or community access points, serve as a phone facilitator, etc.).

Certified staff will have the choice of coming to school or maintaining an online presence from home during the hours of 8:00AM-11:00AM and 12:00PM-3:00PM. Digital content shall be monitored through two-way communication, collaboration, questions, and/or tutoring. Teachers will ensure that all current/up-to-date packet information is available to download and in paper packet form. Means of communication will be clearly explained in the paper packets and the online classroom (email address, phone number or way to get a message to the teacher, etc., website address, etc.) Teachers will document participation by noting communication, work completed, and other services rendered on that day. Any non-participating staff member will be required to account for their day by using some type of leave card approved by administration.

- b. Please describe the district's plan for classified school staff on Non-Traditional Instruction days. Describe how they will fulfill their contractual obligations on these days or indicate that they will make-up days at the end of the school year.

Classified staff will work with their immediate supervisor to plan for make-up days if they aren't asked to report to work that day. It is possible some classified staff will be asked to work on Dragon Days. Each supervisor will be given latitude to determine if it makes sense for that particular classified staff member to work on a Dragon Day based on what that person's job duties are. If they are not needed or cannot come to work that day, the supervisor will decide when it is most effective for that classified staff member to make up their time, for example, during Christmas Break, Spring Break, Professional Learning days, or after Closing Day, etc. Each supervisor is responsible for keeping up with the classified employee's time sheet to make sure all days are accounted for. Central Office staff will oversee and assist in coordination of work assignments.

7. a. How will information on student participation be gathered on Non- Traditional Instruction days?

Student participation will be gathered through documentation of completed work and communication with teacher.

Immediately following any non-traditional instructional day(s), teachers will collect paper packets or online assignments. A list will be generated at the classroom level of completed assignments, which will be collated into a percentage for the school by the principal. At this point, we will only be looking for participation. All work will need to be graded and recorded, but can be done so at a time convenient for the teacher. Those percentages will be turned into the DPP in the Central Office three (3) days after the last non-traditional instruction day since the students have two (2) days after a non-traditional instruction day to turn in their work to the teacher. For example, if a Dragon Day (non-traditional instruction day) is used on a Monday, and students return to school on Tuesday, the assignments are due to the teacher on Thursday. If a student is absent Tuesday and returns Wednesday, it would be due Friday, etc.

- b. How will information on staff participation be gathered on Non- Traditional Instruction days?

Staff will turn in their log sheets to their principal by the third (3<sup>rd</sup>) day following a non-traditional instruction day after all non-traditional instruction student work has been collected. This log sheet will show documentation of communication and participation.

8. a. What learning outcomes will be met on Non-Traditional Instruction days? How will evidence of learning be gathered? (LMS reports, formative or summative assessments, projects, etc.)

The learning activities will be based on Kentucky Core Academic Standards and will be aligned with work currently in progress in the class. Teachers will evaluate the work to determine the quality of learning that took place. This could be in the form of evidence gathered by formative assessments given in the work assigned or upon return, content on later summative assessments, or daily work assigned on a project if that is what was assigned. The work assigned should be able to produce evidence for the teacher to measure.

- b. What method will the district use to ensure the learning on Non-Traditional Instruction days parallels the learning on regular instruction days?

We believe that the key to the success of the non-traditional instruction days is that the instruction on those days is a continuation of learning of relevant, grade level, and current content based on the student's schedule. Thus, teachers should not assign new content for these days. The packets and online assignments should be updated in a timely manner during months of possible bad weather. If web-based instruction is used, such as Study Island, the teacher should control what is assigned so that it reflects what the students are learning at that time. The district is responsible for communicating expectations to the parents, and the teachers are responsible for communicating expectations to the students and reminding them of where they can find the assigned work, when it is due, etc.

9. a. Please explain how the district will ensure implementation of Individual Education Programs (IEP) for students with disabilities (SWD), including how the students' Admissions and Release Committees (ARC) will be involved in planning for and making decisions related to the participation and needs of SWD on Non-Traditional Instruction days.

The ARC will discuss any accommodations needed for non-traditional school day packets, and any special considerations needed at the Annual Review IEP meeting. Resource room teachers will provide packets for students they instruct and can help advise regular classroom teachers concerning any modifications or accommodations needed. Any special considerations will be noted in the conference summary at the ARC. Teachers and instructional assistants will be available upon return to help students as needed during the two (2) day window before the work is due.

- b. Please explain how the district will ensure the implementation of other student specific plans, such as Program Services Plans (PSP) for students who are English learners, and the Gifted Student Service Plans (GSSP) for students who are gifted and talented.

Gifted lessons will reflect the normal differentiation that is prepared for instruction. Our students are identified as gifted, and the teachers who teach those students develop individual gifted plans/reports for each student. Students who are gifted in subject areas are serviced through differentiated instruction within the classroom. This method will continue on Dragon Days. Students who miss pull out instruction for areas such as leadership will make up that time on a regular school day.

At this time, our school system does not have any enrolled English learners. However, normal protocol for future students who may enroll will include working with the ELL Coordinator to access the PSP and Spanish Teacher (for example) to provide personalized lessons or translate materials through ESS services upon return.

10. In what ways will the district inform the community about Non-Traditional Instruction days and highlight the instruction and learning occurring on these days? (Facebook, Twitter, district websites, etc.)

The Harlan Independent School District will begin communication with parents early in the school year. An article in the Harlan Daily Enterprise, which was also on Facebook and Twitter, described the Non-Traditional Instruction Program as it was communicated to the HISD School Board at the March meeting.

Phone calls and pamphlets will be given to parents early in the school year so that any questions can be answered before bad weather begins.

On non-traditional instruction days, the Harlan Independent School System will notify students and parents through its own callout system that the day will be utilized as a non-traditional day or **Dragon Day**. Additional announcements will be made available through local cable or radio outlets, and on social media.

## **Definitions**

### **ARC**

*An Admissions and Release Committee (ARC) is a group of individuals described in 707 KAR 1:320, Section 3, that is responsible for developing, reviewing, or revising an individual education program (IEP) for a child with a disability.*

### **Blended Learning**

*Blended learning is a formal education program in which a student learns: (1) at least in part through online learning, with some element of student control over time, place, path, and/or pace; (2) at least in part in a supervised brick-and-mortar location away from home; (3) and the modalities along each student's learning path within a course or subject are connected to provide an integrated learning experience. (Clayton Christianson Institute for Disruptive Innovation)*

### **Digital Learning**

*Digital learning is any instructional practice that effectively uses technology to strengthen a student's learning experience. It emphasizes high-quality instruction and provides access to challenging content, feedback through formative assessment, opportunities for learning anytime and anywhere, and individualized instruction. (Alliance for Excellent Education)*

### **Equitable Instructional Materials**

*Equitable instructional materials are tools used to assist in student learning of various formats that provide equal levels of content, rigor, and opportunity to all learners.*

### **GSSP**

*A Gifted Student Services Plan is an educational plan that matches a formally identified gifted student's interests needs, and abilities to differentiated service options and serves as the communication vehicle between the parents and school personnel. The determination of appropriateness of level and type of services provided to a student shall be subject to continuous assessment. (Kentucky Department of Education)*

### **IEP**

*An Individual Education Program (IEP) is a written statement for a child with a disability that is developed, reviewed and revised in accordance with 707 KAR 1:320.*

### **Learning Management System (LMS)**

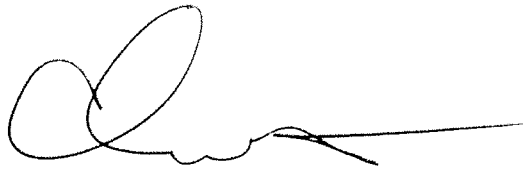
*A Learning Management System (or LMS) is a software that enables the management and delivery of learning content and resources to students. It is used to plan, implement, and assess a specific learning process. Most LMS systems are web-based to facilitate "anytime, anywhere" access to learning content and administration. (EdTech Review) Examples of a learning management system include Blackboard, Canvas, Edmodo, Moodle, Schoology, etc.*

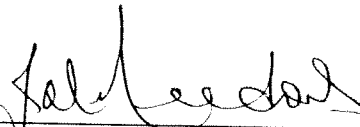
### **Non-Traditional Instruction Day**

*A Non-Traditional Instruction Day is a day in which school has been cancelled due to weather or other reasons and non-traditional instructional methods are implemented in order to maintain academic continuity and reduce student learning loss.*

We certify that this application was reviewed and approved by the Harlan Independent  
(school district)

Board of Education at a regular meeting of the Board on April 16, 2015  
(date)

  
\_\_\_\_\_  
Superintendent Date 4/16/2015

  
\_\_\_\_\_  
Local Board of Education Chair Date 4/16/15

\_\_\_\_\_  
Terry Holliday, Commissioner of Education Date

**Application Deadline: May 1, 2015**

Please download this application and return the completed form, including required signatures (scan completed document as a PDF file) to [beth.peterson@education.ky.gov](mailto:beth.peterson@education.ky.gov) or mail to:

Beth Peterson  
KDE - Division of Innovation and Partner Engagement  
8<sup>th</sup> Floor CPT  
500 Mero St.  
Frankfort, KY 40601





## Dragon Day Teacher Log

### Non-Traditional Instruction

Teacher's name: \_\_\_\_\_

Date of Dragon Day: \_\_\_\_\_ (This log is due to principal on the third day after the date above.)

School: \_\_\_\_\_

A. Number of students in your class: \_\_\_\_\_

B. Number of students completing work: \_\_\_\_\_

C. Percentage of students completing work (B divided by A X 100= %) \_\_\_\_\_

D. Number of students who used technology instruction \_\_\_\_\_

E. Number of students who used text book/paper packet \_\_\_\_\_

Log of Communication:

Name	Time	Mode of Communication
------	------	-----------------------

_____	_____	_____
_____	_____	_____

Please staple lesson plan (brief description of content covered) for this day to the back of this paper.



## Dragon Day Principal's Log

### Non-Traditional Instruction

Teacher Logs are due to the principal on the **third** day after the Dragon Day. Please keep those logs/lesson plans in a folder in your office.

School: \_\_\_\_\_

Date of Dragon Day \_\_\_\_\_

Number of students in school \_\_\_\_\_

Number of students completing work \_\_\_\_\_

Percentage of students completing work \_\_\_\_\_

Number of teachers participating \_\_\_\_\_

Names of teachers not participating.....(list below)

Name:      Reason:      Type of Leave Card used:

\_\_\_\_\_  
\_\_\_\_\_

Names of classified staff who did work this day:

\_\_\_\_\_  
\_\_\_\_\_

\*Was there anything in particular that worked or didn't work?

\*How did your teachers participate?

\*Description of Parental/Student Correspondence:

\*Description of Process/Student Work Required:

Principal Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

**Return this form to DPP.**

Harlan Independent Schools  
Non-Traditional Day Report

Date of School Cancellation:

Reason:

School

Percentage of Students  
Completing Work

Percentage of Teachers  
Participating

Description of  
Process/Student Work  
that was Required

# DRAGON DAYS

Harlan Independent School District | Non-Traditional Instruction Day

## SNOW BOUND

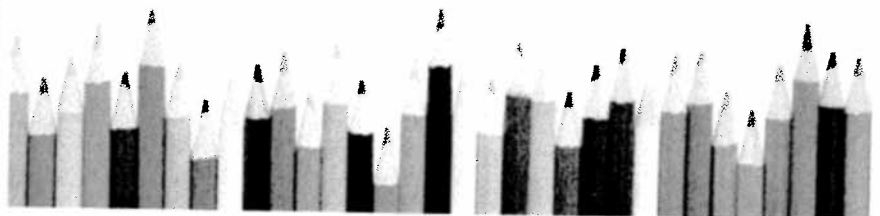
Harlan Independent School System has applied to the Kentucky Department of Education seeking approval to use non-traditional instruction days for school-wide days missed due to weather, illness, or other emergencies. This gives students the opportunity to be engaged in meaningful learning on days when they are prevented from being in session. Once approved by KDE, up to ten (10) days may be applied to the calendar.

## Communications

An announcement for Dragon Days will be made using the automated phone system to notify families. In addition, we will notify the local radio & television stations, and broadcast through social media.



Days designated as **Dragon Days** will count as a regular school day and will not be required to be made up at the end of the school year. Dragon Days will be used to allow the students and schools to partner together to provide a continuity of learning on days that are traditionally missed for bad weather. Teachers will provide work/activities to be completed while students are not in school. The assignments students will be asked to complete will be provided ahead of time and students will have two days beyond the "Dragon Day" to complete the work. Assignments/activities will be supplemental in nature and relevant to current content within the classroom. Students may receive assignments that are to be completed via online





## What do I do?

As winter (December-March) approaches we will send out additional information about Dragon

- Watch for this information from school.
- Direct questions about the program to your child's teacher or principal.
- Talk with your child about expectations regarding Dragon Days, letting them know that you and the school will expect them to complete school assignments on these days. Future "Dragon Days"
- Respond to requests for information regarding Internet access and other questions that will help us better prepare for the use of Dragon Days.
- Fully participate! The success of this program depends solely on the participation of every child. To maintain Dragon Days as an option, students must demonstrate completed work.

or through the use of traditional paper/pencil. Additionally, teachers and school staff will be available to provide support for students as needed. Student packets will be prepared and updated regularly so students will have meaningful school work to complete.

## WHAT ABOUT MAKE UP DAYS?

Days missed during the school year are historically added to the end of the calendar, sometimes creating a sense of uncertainty around Graduation, state testing, and even Spring Break.

By utilizing Dragon Days there will be less need for make-up days later in the school year. We see a couple of benefits for the entire school community by using this option.

First it will allow Harlan Independent to establish a school calendar that needs little adjustment after the school year starts. We believe it will be possible to eliminate the need for school going into the month of June and may remove the possibility of impacting Spring Break and other late school year holidays.

